United States Mission Nigeria

Vacancy Announcement

U.S. Mission Nigeria

Announcement Number: Abuja-2018-060

Position Title: Senior Program Specialist – Health Management Information

System (HMIS) (Pos. #A96041)

Opening Period: August 30, 2018 – September 14, 2018

Series/Grade: 0550/ FSN-11 /FS-04

Salary: NGN 14,104,381 / USD 55,929

For More Info: Human Resources Office: 09-461-4261

E-mail Address: HRNigeria@state.gov

Who May Apply: All Interested / All Sources

FS is USD 55,929/LE is NGN 14,104,381. Actual FS salary

determined by Washington D.C.

Security Clearance Required: FSN Security Clearance

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas Employees</u> before you apply.

Summary: The U.S. Mission in Abuja, Nigeria is seeking eligible and qualified applicants for the position of Senior Program Specialist – Health Management Information System (HMIS)

The work schedule for this position is:

• Full time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties: Under the supervision of the Branch Chief/Medical Epidemiologist, the Senior Program Specialist is a team lead position and responsible for Health Management Information Systems (HMIS) strengthening within the context of in-country HIV/AIDS programs supported through

the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent provides technical oversight of the Country Operational Plan and Reporting System (COPRS) operations in country and works at a program management level to collaborate with the Ministry of Health and other HIV/AIDS partners in the development and strengthening of data, information systems and software that will improve data flow from the sub-national to the national level of the host country. S/he provides the USG team, Ministry of Health, National AIDS Control Agency and other implementing partner's technical recommendations and expertise in the design, development, improvement, and maintenance of information systems that strengthen health service effectiveness and efficiency. Both the advisory and managerial roles requires HMIS technical expertise, results-oriented analysis, clear communication, advocacy, and close collaboration with implementing partners and donors. Due to high integrated nature of HMIS in all PEPFAR programmatic decision making, the job holder represents the agency on HMIS issues at technical working group, policy and strategic planning meetings, including meetings with collaborators and donor agencies. In addition, s/he manages and supports CDC implementing partners.

Qualifications and Evaluations

Education: Medical Degree (MBBS/BMBch) or Master's degree in one of the following disciplines: Informatics, Information Science, Health Information Management, Computer Science, Computer Engineering, or Information Systems is required.

Requirements:

EXPERIENCE: Seven (7) years of experience in designing, developing, implementing and maintaining health data information systems to support and evaluate health- related program activities is required, inclusive of two years of supervisory experience.

JOB KNOWLEDGE: Must possess comprehensive knowledge of health delivery information systems, health information technology and applications, especially the application of program management and the translation of evaluation data as it pertains to the improvement of program operations, guidelines, and polices. Must have detailed understanding of structure and functions of PEPFAR including detailed knowledge of the agency's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent must also have detailed knowledge of HIV/AIDS, STD or TB prevention activities and the host government health care system and structures including familiarity with Nigeria Ministry of Health polices, program priorities and regulations. Good working knowledge of team management techniques to plan, organize, and direct multi-disciplinary project teams and activities is required.

Evaluations:

LANGUAGE: Level IV (fluency) Speaking/Reading/Writing of English is required. Language proficiency will **be tested.**

SKILLS AND ABILITIES: Ability to analyze, understand and inform new health management information systems, health ICT Program design, management and implementation approaches is required. This includes application of public health informatics techniques and use of ICTs and methods for data collection, analysis, use, and reporting. Ability to design or modify sophisticated computer applications to meet data collection requirements is required. Keyboarding skills (both speed and accuracy), as well as a strong oral and written communications skills are required. Use of Microsoft Office suite; and statistical programs such as SAS, SPSS, or STATA; SQL programming, understanding of both transactional (OLTP) and analytical (OLAP) data environment related to health including spatial analysis, GIS etc.

Qualifications: All applicants under consideration will be required to pass security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **
- * IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.
- ** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: All candidates must be able to obtain and hold an FSN security clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on our website: **Application for US Federal Employment (DS-174)**

To apply for this position, applicants should electronically submit the documents listed below. Please limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

For more information on how to apply visit the Mission internet site. https://ng.usembassy.gov/embassy-consulates/jobs/

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Application letter addressing the Qualifications and Evaluation for the position
- Degree (not transcript)
- NYSC and other Certificates and Licenses
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- Residency and/or Work Permit (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email. Please provide a <u>valid</u> email address and be sure to check your email <u>regularly</u> during this recruitment process

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Abuja, Nigeria.